

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: NOV 18 1954

FROM : Acting Chief, Transportation Division

SUBJECT: Weekly Activity Report (8 - 12 November 1954)

1. GENERAL

25X1C15a

c. Pickup and Delivery of Materiel at [REDACTED] (New Item - Completed)

25X1A6a

An Agency truck was dispatched from the Washington Depot to [REDACTED] at 0830 hours on 9 November 1954, to deliver 86 cases weighing 5,579 pounds. After the cargoes were unloaded, a Fax Card Transmitter 25X1A6a and a Fax Card Receiver were placed aboard the truck for delivery to Washington, D. C., on the return trip. This delicate machinery (weight approximately 575 pounds) required special handling.

d. Shipment via Intercoastal Steamship (New Item - Completed)

25X1A6a

Arrangements are being completed for the shipment of cargo handling machinery from the [REDACTED] Warehouse to the [REDACTED]

25X1A6a

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25X1A

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**SECRET**3. OTHER ITEMS OF INTERESTa. Air Shipments (New Item - Completed)

<u>No. of Shipments</u>	<u>Area Div.</u>	<u>No. of Cargoes</u>	<u>Channel</u>	<u>Destination</u>	<u>No. of Cases</u>	<u>Pounds Weight</u>
1	EE	1			1	23
1	EE	1			2	41
1	SE	1			1	37
2	NEA	2			9	507
1	NEA	1			1	67
1	NEA	1			1	37
1	NEA	1			1	15½
1	COMMO	1			2	86
1	WH	2			3	55
1	FE	4			6	148

25X1A6a

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b. Internal Rearrangement of Office Space (New Item - Completed)

On Wednesday, 10 November 1954, an internal move of several elements of the Transportation Division in Alcott Hall was accomplished. Principal changes made were:

The Office of the Deputy Chief, Transportation Division, was moved from Room 207 to Room 204, with no change in telephone number.

The Office of the Chief, Cargo Branch, was moved from Room 200 to Room 207. New telephone numbers for this office are 4521 - 4522.

The Office of the Chief, Area III Section, Cargo Branch, was moved from Room 203 to Room 2028, with no change in telephone numbers.

c. Logistics Support Course (New Item - Completed)

On 8 November 1954, representatives of the Transportation Division presented the Transportation portion of the Logistics Support Course. The meetings were conducted in the R & S Building.

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4. SPECIAL PROBLEMS

None

5. MAJOR OBJECTIVES

a. Establishment of an agreement with Supply and Procurement Divisions concerning coordination with the Transportation Division of all matters regarding transportation of materiel and supplies with emphasis on those transportation arrangements with commercial vendors for delivery of materiel and supplies to Agency installations.

PERCENTAGE COMPLETED: 15%

b. Re-edit and reproduce the Cargo Branch film as a presentation of the basic activities of the Cargo Branch to be utilized at future sessions of the Logistics Support Course and similar courses, as well as for indoctrination of logistics personnel of various Agency components.

PERCENTAGE COMPLETED: 70%

c. Development of contracts with three packing and storage companies in the Washington, D. C., area for the purpose of utilizing their facilities and services in processing and storing baggage, personal effects, household effects, and privately owned automobiles of Agency employees who are transferred from the United States to a field station in an overseas area or are returning from overseas.

PERCENTAGE COMPLETED: 45%

d. Review of current laws and regulations relative to the movement of persons and their personal effects, and the development of additional implementing regulations to insure their movement in a manner that is consistent with security, economy and efficiency.

PERCENTAGE COMPLETED: 38%

e. Preparation of necessary basic issuances for the control of the allocation, operation, use and maintenance of Agency motor vehicles.

PERCENTAGE COMPLETED: 30%

f. Development of a records management program to record and reflect vehicular maintenance and operation costs.

PERCENTAGE COMPLETED: 10%

g. Preparation of plans for the complete rehabilitation of office space at Que Building Motor Pool for use as a dispatcher's office and

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chaufferus' waiting room, to correct a condition which is wholly inadequate and detrimental to economical and efficient operations.

PERCENTAGE COMPLETED: 25%

h. Study and development of a plan to improve the preventive maintenance program within the full scope of the policy presently established.

PERCENTAGE COMPLETED: 20%



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